



# UNITED STATES DISTRICT COURT Western District of Virginia

EXHIBIT

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Michael F. Urbanski, Chief District Judge

Julia C. Dudley, Clerk of Court

Jennifer K. Williams, Chief Probation Officer

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## Format of Proposed Orders

All proposed orders should be electronically forwarded to Judge Sargent at [pamelas@vawd.uscourts.gov](mailto:pamelas@vawd.uscourts.gov) and her judicial assistant, Robin Bordwine at [robinb@vawd.uscourts.gov](mailto:robinb@vawd.uscourts.gov), by email. The proposed orders should be in word processing format, either WordPerfect or Microsoft Word, and should be in 14-point Times Roman type.